

CONSTITUENT & GOVERNMENT RELATIONS DIRECTOR

DISTINGUISHING FEATURES

The fundamental reason the Constituent & Government Relations Director exists is to coordinate the executive staff working on special projects and programs to meet the needs of the Scottsdale organization and community. This classification supervises staff. Work is performed under general direction of the City Manager.

ESSENTIAL FUNCTIONS

Works in collaboration within and outside the organization to achieve City goals as a key member of the City's senior management team.

Briefs the elected officials, city manager and senior management on complex municipal and community issues. Researches and develops recommendations on City-wide policies, programs, procedures, special projects, services, pending legislation and other administrative issues; performs and/or manages the performance of high-level, sophisticated research and evaluation efforts.

Meets with the City Manager, Mayor and/or City Council and attends Council meetings and makes reports concerning activities for which responsible.

Serves as a constituent liaison about issues and suggestions and ensures City responsiveness.

Undertakes detailed systems development and program evaluation studies. Develops solutions to complex administrative problems. Interprets federal, state and City statutes, ordinances, rules and regulations. Makes sound independent decisions in accordance with established policy.

Provides high-quality information and effectively communicates both orally and in writing with the City Council, and senior management staff to seek policy and program direction. Effectively communicates both orally and in writing with elected officials, executive management, citizens, special interest groups and other governmental agency staff.

Works with the City Council, City Manager and City Clerk to plan City Council agendas, appointing and orienting Board and Commission Members, and planning special meetings. Represents the City Manager on various committees and meetings.

Prepares and makes comprehensive presentations to a variety of audiences and personally performs complex, confidential and sensitive assignments.

Coordinates development, approval, and advocacy of the City's position on proposed federal and state legislation and regulations.

Acts as the City's Designated Public Lobbyist and is responsible for filing quarterly and annual reports with the Secretary of State.

As Contract Administrator and primary contact for the City's Washington Assistant, continually seeks to provide highest quality information and assistance to the City regarding federal issues.

Promotes a team approach and shared responsibility among City departments in developing and advocating City positions on governmental relations issues. Promotes teamwork in Scottsdale's participation in regional governance and problem solving, especially participation in the Maricopa Association of Governments.

Assists Mayor, City Council, City Manager and City departments in contacts with Maricopa County, other cities, the Salt River Indian Community, and other regional governmental entities.

Prepares and administers budgets in a fiscally responsible manner.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Principles and practices of governmental organization and administration, intergovernmental relations, and municipal grant administration.

Principles, practices and methods of budgeting and finance, citizen involvement techniques, and effective employee and citizen communications.

Federal and state legislative functions, procedures, and organizational structures.

Programs relating to municipal administration.

MS Office software.

Ability to:

Manage multiple projects with competing deadlines.

Exercise sound independent judgment.

Solve multi-faceted problems.

Handle highly stressful situations confidently.

Undertake detailed systems development and program evaluation studies.

Research and develop solutions to complex administrative problems.

Interpret federal, state and city ordinances, rules and regulations.

Be able to multi-task during constant shifting of work priorities.

Anticipate how to assist City Manager in meeting the needs of the City Council, community and organizational administration.

Provide thoughtful and thorough analysis.

Work diplomatically among people with divergent opinions.

Establish and maintain effective working relationships with elected officials, management, citizen groups and city staff.

Make oral and written presentations on administrative challenges in a concise and effective manner with clearly organized thoughts using proper sentence construction, grammar and punctuation.

Comprehend and makes inferences from written material, verbal and/or written instructions.

Operate a variety of standard office equipment, including a personal computer, which require continuous and repetitive eye and arm or hand movement.

Maintain regular and consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to Bachelor's degree in Public or Business Administration or a related field and a minimum of 5 years administrative experience with an emphasis on program/project management working for a city manager or comparable administrator in a public sector setting including experience in governmental relations.

FLSA Status: Exempt

HR Ordinance Status: Unclassified